

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 200 SUPPORT SERVICES	SUPERSEDES: AR 201(09/09/02)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 201 INMATE FISCAL INQUIRY PROCEDURE	EFFECTIVE DATE: 12/17/03

TABLE OF CONTENTS

	<u>PURPOSE</u>	
	<u>AUTHORITY</u>	
	<u>RESPONSIBILITY</u>	
	<u>DEFINITIONS</u>	
	<u>APPLICABILITY</u>	
	<u>PROCEDURES</u>	
<u>201.01</u>	<u>INMATE INQUIRIES</u>	
	<u>REFERENCES</u>	
	<u>ATTACHMENTS</u>	
	<u>MANDATORY REVIEW DATE</u>	<u>09/09/04</u>

PURPOSE

To set guidelines regarding inmate Accounting Inquiries to institutional/camp/restitution center caseworkers, Inmate Services, and/or other administrative offices.

AUTHORITY

NRS 209.131
NRS 209.221

RESPONSIBILITY

The caseworker is responsible for reviewing inquiries, making every effort to resolve the problem at the institutional/camp/restitution center level, and reviewing any response from Inmate Services with the inmate, if necessary.

Inmate Services is responsible for reviewing, researching, answering and returning inquiries to a caseworker within a reasonable timeframe.

DEFINITIONS

ACCOUNTING INQUIRY FORM – The Accounting Inquiry, Form DOC-544, is the form used by the inmate to resolve fiscal issues regarding the inmate's account.

BRASS SLIP – A brass slip is the Inmate Account Transaction Request, Form, DOC-509, by which inmates can access their individual account in the Prisoners Personal Property Fund (PPF).

DEPARTMENT – The Nevada Department of Corrections.

DEPARTMENT CHARGE ACCOUNT – The account that various inmate charges are posted to when the inmate has non-sufficient funds in their individual account in the Prisoners' Personal Property Fund (PPF).

DIRECTOR – The Director of the Nevada Department of Corrections.

INMATE WELFARE FUND (IWF) – The IWF is a special revenue fund primarily consisting of profits from the inmate stores and coffee shops.

OFFENDERS STORE FUND (OSF) – The OSF is a special revenue fund whose revenues are generated by proceeds from sales at the inmate stores and coffee shops, from hobbycraft sales, vending machine sales and commissions from pay phones.

PERSONAL PROPERTY FUND ACCOUNT (PPF) – The PPF is a trust fund created for the deposit of all monies received by the inmates during incarceration. The individual inmate's account within the PPF is divided into three parts: (a) Trust Account (b) Trust 2 (Trus2) Account and (c) Savings Account.

STALE DATED – Any inquiry that exceeds 90 days from the date the inmate knew or should have known of the error.

APPLICABILITY

This regulation is applicable to the Department's staff and inmates involved in resolving fiscal questions the inmates may have concerning their individual account in the Prisoner's Personal Property Fund.

PROCEDURES

201.1 INMATE ACCOUNTING INQUIRIES

1.1 Any inquiry an inmate has regarding their account is to be made utilizing the Accounting Inquiries Form (DOC-544).

1.1.1. Inmate inquiries regarding accounts will not be accepted unless submitted on this form and signed by the caseworker.

1.2. The inmate is to complete the form, attach any documentation available and forward it to a caseworker.

1.2.1. The caseworker will review the inquiry and determine if it can be resolved at the local level.

1.2.2. Simple accounting inquiries such as deposit or payroll postings can be resolved by the caseworker asking the institution storekeeper to view the inmate's account and take a print screen of the activity if necessary.

1.2.2.1 This procedure will apply only if a completed inmate inquiry form, signed by the caseworker, is presented to the storekeeper.

1.2.2.1 Verbal inquiries are prohibited.

1.2.2.2 The storekeeper will return the print screen with the inquiry to the caseworker.

1.2.3. When the inquiry is returned to the caseworker from Inmate Services, the caseworker will review the answer, given by Inmate Services, with the inmate, if necessary, and return the inquiry to the inmate.

1.3. Any accounting inquiry concerning information considered stale dated will not be acted upon.

1.3.1. The inquiry will be returned to the inmate.

1.3.2. Inquiries include, but are not limited to, any posting to the inmate's account, requests for photocopies, statements or any other matters concerning the inmate's account.

1.4. The inmate's individual account in the PPF will be charged for each photocopy request including, but not limited to, cancelled checks, statement requests older than the current month's period and for stop payment orders for checks issued from the inmate's account.

1.4.1. The inmate must submit a completed accounting inquiry form signed by the caseworker and a completed brass slip to Inmate Services for each request.

1.5. The inmate's individual account in the PPF will be charged for any personal money order or cashier's check or other negotiable instrument deposited into the inmate's account and returned for any reason.

1.5.1. If the inmate has non-sufficient funds in their individual trust account, the charge will be posted to their Department charge account.

1.6. Accounting inquiries, which cannot be resolved by Inmate Services, will be forwarded to the applicable jurisdiction of the Department with a notification of such action to the inmate.

1.6.1. A copy of the notification and account inquiry will be placed in the inmate's file in Inmate Services.

1.7. Monies received from inmates pursuant to 1.4 and 1.5 of this regulation will be deposited in the Inmate Welfare Fund.

REFERENCES

None

ATTACHMENTS

DOC 509 – Inmate Account Transaction Request (Brass Slip)

DOC 544 – Accounting Inquiries Form

Jackie Crawford, Director

Date

CONFIDENTIAL XX
 Yes No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.